### Weekly Job Summary
#### August 23 - August 27, 2021

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY21 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>7717</td>
<td>Gaming Office (Glendale - 3 Positions)</td>
<td>Gaming Inspector</td>
<td>CR</td>
<td>07/06/21</td>
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<td>7558</td>
<td>Gaming Office</td>
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<td>Advocate</td>
<td>Advocate Attorney (Part-Time)</td>
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<td>Education</td>
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<td>Education Assistance Program (2 Positions)</td>
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<td>Recreation Aide (MD)</td>
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<td>Recreation</td>
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<td>7690</td>
<td>Administration</td>
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<td>7334</td>
<td>Early Childhood Headstart</td>
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<td>One Stop</td>
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<td>7698</td>
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<td>7526</td>
<td>Recreation</td>
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<td>Information Technology (2 Positions)</td>
<td>Clinical Applications Coordinator</td>
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<td>Health and Human Services</td>
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<td>Community Health</td>
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<td>7143</td>
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<td>7742</td>
<td>Adult Protective Services</td>
<td>Human Services Investigator</td>
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<td>7753</td>
<td>Adult Protective Services</td>
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<td>Management of Health</td>
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<td>7746</td>
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<tr>
<td>7708</td>
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<td></td>
<td>Planning and Economic Development</td>
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<td>7486</td>
<td>Realty</td>
<td>Realty Specialist</td>
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<td>07/19/21</td>
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</tbody>
</table>
Current Employees: Must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

FOR CLERICAL TESTING
Clerical testing will now be on-line only, please call Human Resources to schedule an appointment.
If applying contact Human Resources at (520) 383-6540.

Clerical test results must be submitted with your application packet to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!
Career Ladders-CL
Career Ladders are advertised at full level hourly/salary.
Hourly/Salary may differ depending on the level of which the applicant qualifies.

APPLYING FOR POSITIONS
HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation Employment Application, 2) a signed and completed Authorization to Release Information document, 3) copy of 39-month driver license motor vehicle record, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) May require a copy of valid driver's license, 8) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

WHERE TO APPLY: Apply online at the main Human Resources Office or click on the following link:
Tohono Oodham Nation Jobs

*Only complete applications will be accepted, including online submissions.*

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OTHER EMPLOYMENT OPPORTUNITIES

TOHONO O'ODHAM COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION(S)</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>Police Officer (CL) (Recruit &amp; Lateral)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</td>
<td>Public Safety Dispatcher (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Corrections</td>
<td>Corrections Officer (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

For more information on the vacant positions contact mwidener@tocc.edu or visit the link below for online application
TOHONO O'ODHAM COMMUNITY COLLEGE Jobs
P.O. Box 3129 Sells, Arizona 85634 - Phone: (520) 383-8401 ext. 49 - Fax: (520) 383-0029
CDFI
JOB TITLE: Loan Clerk  SALARY: DOE  CLOSING DATE: Open Until Filled
To apply contact CDFI-Phone: 520-383-0790 Email: cdfi.ton@toua.net

Tohono O'odham Ki:Ki Association
JOB TITLE: Data Entry Clerk  SALARY: $16.09 per hour  CLOSING DATE: OPEN UNTIL FILLED
Attn: Human Resources Manager PO Box 790 Sells, AZ.  85634
employment@tokahousing.org

San Xavier Cooperative Association
JOB TITLE: Farm Manager - Salary: DOE - Closing Date: Open Until Filled
For any questions regarding the vacant positions, please contact
San Xavier Cooperative Association at (520) 295-3774 or email: SXCA@sanxaviercoop.org

San Xavier Allottees Association Inc.
JOB TITLE: Community Liaison - Salary: $14.50-17.28 DOE - Closing Date: Open Until Filled
sanxavierallottees.org  325 E. Vamori St. Tucson, AZ.  85756
Office: 520-807-2121/2122 or Toll Free: 855-807-2121 Fax: 520-807-2626

Casa Grande Union High School District 82
JOB TITLE: Native American Education Liaison - Salary: $14.76-18.70 per hour - Closing Date: Oct. 31, 2021
Casa Grande Union High School District 82
Office: 520-316-3360 x1121
JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: $16.53* PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021 CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EDUCATION/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

---AND---

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid Driver’s License (No DUI’s or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

The Tohono O’odham Nation is an Alcohol/Drug Free Work Place.
JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: $16.53* PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021 CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Dept. of Information and Technology

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide our Information Technology services to the Nation with new and emerging technology that will provide support, communication, training and leadership opportunities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

- AND -

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

- Upon recommendation for hire a criminal background check is required to determine suitability for hire.

- Must possess and maintain a valid driver’s license (No DUI’s or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

- Must submit a 39-month driving record with the employment application.

- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

The Tohono O’odham Nation is an Alcohol/Drug Free Work Place.
JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST  
SALARY: $14.25 PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021  
CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time  
HRS/WK: Non-Exempt

DEPARTMENT: Education/Recreation  
JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

    —AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license (No DUI’s or major traffic citations within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: TEACHER

SALARY: $20.64 PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021

CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time (1680 Hours)

HRS/WK: Non-Exempt

DEPARTMENT: Education/Head Start

JOB LOCATION: Sells, AZ & Santa Rosa, AZ

POSITION SUMMARY: Under limited supervision, provide early childhood education to enrolled children in activities designed to promote social, physical, and intellectual growth and development. Maintain a safe and healthy learning environment.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Early Child Education or Development and three years classroom teaching experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

  AND

- Certified as a Child Development Associate (CDA).
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license (No DUI's or major traffic citations within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN

SALARY: $19.17 PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021

CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Education/Recreation

JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O’odham Nation.

SCOPE OF WORK: To provide general building maintenance, custodial, grounds and manpower services to the Education/Recreation Department.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license (No DUI's or major traffic citations within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.
JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE

OPENING DATE: August 23, 2021

CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

SALARY: $14.25 PER HOUR, PLUS BENEFITS

HRS/WK: Non-Exempt

DEPARTMENT: Education/Early Childhood

JOB LOCATION: Sells, AZ & Santa Rosa, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.

- Food Handler’s card must be obtained within six months after hire.

- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.

- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.

- Must possess and maintain a valid driver’s license (No DUI’s or major traffic citations within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

- Must submit a 39-month driving record with the employment application.

- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.
JOB ANNOUNCEMENT

JOB TITLE: RECREATION AIDE
SALARY: $13.23 PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 2021  CLOSING DATE: September 03, 2021

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time  HRS/WK: Non-Exempt
DEPARTMENT: EDU/Recreation  JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s License (No DUI’s or major traffic citations within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"